

Subject: Contact Information and Assignment for Fleet Week

From: Lorena Parker

Date: 08/29/2016 12:54 PM

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Good afternoon,

As we approach Fleet Week I wanted to let everyone know what my plans are going to be from Friday through Monday.

Starting on Friday evening, I will be checking into the Crown Plaza for three nights so I will be here for the entire event.

Each day, I will be the trolley monitor, ensure that they are fueled daily and that all drivers know their role. I have also ordered a 5th driver to handle breaks so that there is no interruption in service.

I will also monitor the downtown parking garage and have scheduled staff to handle parking in the downtown.

If you need my assistance for anything during the event, please call my cell phone at 818-970-6084. I also have an active TWIC ID if my help is needed in higher security areas.

I hope to see all of you on Thursday at the LA Fleet Week Welcome party. We will have a few dignitaries speak at the 7th and Centre Stage at 7:30pm. Let me know if any of you also want to do a welcome.

I look forward to doing my part to make this a successful event.

Best regards,

Lorena Parker

Executive Director

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